

# Reynolds Music Parents Association AGM

## Minutes

### September 19, 2017

1. Welcome from the RMPA Chair – Tracy Laramee  
The meeting was called to order at 6:49 pm.
  - Special thanks to Thrifty Foods for the cake
  - Special thanks to Lumber World for lending the BBQ used tonight.
  
2. Music Council – Sam Knight, music council president  
The Music Council’s purpose is to create a family atmosphere for all music program students. Activities include a coffee night, going skating, selling band wear, etc. The Music Council also has a presence on the reynoldsmusic.com website (blog).
  
3. Welcome new and returning families to the Reynolds Music Program, and introduce Mr. Davis and Ms. Kerr – Mr. Aerts, Reynolds’ Principal  
Mr. Aerts welcomed everyone and introduced the new music team, Ms. Kerr and Mr. Davis. Mr. Aerts has made a point that we are changing from a “band” program to a “music” program, including all musical aspects at Reynolds.
  
4. Welcome to the program – Mr. Davis and Ms. Kerr  
The music team has been working really well together, the kids have adapted very well to the change in teachers from last year. There will be lots of collaboration between the programs. Ms. Kerr will be teaching strings, junior choir, senior choir, musical, vocal jazz and team teaching R&B jazz . Mr. Davis will teach concert band, jazz band, pit orchestra, combos, trombone choir, marching band as well as other various ensembles that are traditionally done at Reynolds.
  
5. RMPA AGM – Tracy Laramee
  - a. A Year in Review slide deck – Tracy Laramee  
Tracy has described the role of the RMPA, the executive and membership, the new website, the Facebook page for both choir and music (request to join), and the Instagram account (Reynolds.music.ensemble).  
  
RMPA’s fundraisers and events were discussed:  
**Cops for Cancer Bottle Drive.** Campaign kicks off on Monday (it is a very big deal at Reynolds) and the music program contributes through a bottle drive on September 30<sup>th</sup>. The signup sheet is on the website.  
**The Grocery Cards Program.** Thrifty Foods and Fairway cards are available.  
**The Hillside Night of Lights.** Tickets for the event are sold and 100% of the proceeds go to the student.  
**Purdy’s** chocolate.  
**Christmas Tree Chipping.** Over two weekends.

**Manure sale.** A coordinator is still needed.

The trips organized last year were presented (junior and senior trips). There are two types of trips alternating: cultural and festival. This year, possible plans are a combined senior tour (Toronto/Ottawa), a junior band to Edmonton, a choir festival in Comox, various festivals in Ladysmith, Nanaimo, and a possible exchange to Nova Scotia for the senior band.

Events that we provide music for: Saanich Municipal Hall – Remembrance Day; Christmas concert; Mother’s Day concert at Play Fair Park.

Concerts at the school : Blow Out the Dust, Christmas Concert and two Jazz concerts in the Spring. At those events, there are bake sales, coffee sales, 50/50 draws, and feed the tuba.

Gear moving is very important and requires help from parents.

Marching Band does the Victoria Day Parade and the Oak Bay Tea Party.

Grade 9 or 11, drum line and choir will require to get their uniform on September 30<sup>th</sup>.

- b. Minutes from 2016 AGM to be approved <http://reynoldsmusic.ca/wp-content/uploads/2016/10/RMPA-AGM-Minutes-Sept-20-2016.pdf> – Tracy Laramee

MOTION: M/Anne-Marie Gilbert , S/Kelly Edwards

That the minutes from the 2016-2017 AGM be approved as presented. Carried

- c. 2016/17 Year End Financials – Andrea Lauzon  
The financials are to June 30<sup>th</sup> 2017.

We started the 16/17 school year with \$19,600 in funds available to support the Reynold’s Music Program. Our 16/17 budget anticipated approx. \$16,000 in spending.

Actual expenses were \$9,198.00, consisting of:

- \$896 for a new keyboard for the choir annex. We did not plan to invest in capital in 16/17, but with funds available, we re-allocated from our budgeted educational resources to cover this equipment purchase.
- \$5,635 for educational resources including: clinicians, choir awards, choir accompanists and student financial assistance towards the senior band trip.
- We did not budget for uniform replacement however, the majority of the cost was absorbed through our uniform rental income and our overall uniform expense was \$1,002.
- Actual revenue raised by the parents was \$10,807, slightly higher than our budgeted amount of \$10,400.

- Even though a couple of our fundraisers did not do as well as hoped this year: manure sales and coffee sales, in particular. Our tree recycling had outstanding success this year, raising over \$4,000 each for the music program and for students.
- Thrifty and Fairway cards generated approx. \$4,600 for students and \$840 for parents.
- We also did much better than expected with concessions and with 50:50 draws at band events.

MOTION: M/Edwards, S/ Tracy Byrne

That the Financial Report for 2016-2017 be approved as presented. Carried

d. 2017/18 Budget to be approved – Andrea Lauzon

We are starting the 17/18 school year with:

- \$18,138 in student accounts – amounts students have raised through RMPA fundraising events to support their participation in music program events such as annual trips. The balance is lower this year, reflecting the use of funds for Senior band trip to England last year.
- \$6,098 in a fund for uniform maintenance and replacement.
- \$12,000 set aside as an amount for the RMPA to start each year with – effectively a working capital amount to invest in fundraisers (e.g. purchase pre-loaded Thrifty cards) and use to purchase program resources – before the fundraising amounts start to flow into the program. This start up fund was a decision by RMPA several years ago.
- \$6,247 in parent funds available to support the Reynolds Music Program.

The budget presented includes \$16,700 in spending – funded by the balance forward (\$6,247) and anticipated fundraising of \$10,500. Our fundraising events are expected to result in a further \$10,750 for students to put towards their participation in the music program.

Budgeted expenditures include:

- \$1,500 for teaching equipment (laptop computer for our incoming choir director)
- \$2,250 for sheet music
- \$2,750 for student awards and an RMPA scholarship
- \$3,000 for clinicians and accompanists
- \$2,700 for festival fees
- \$ 500 for the music council
- \$2,000 for student financial assistance
- \$2,000 for parent and miscellaneous resources to support the program (bus transport one possible expenditure)

Budgeted Revenue/Fundraising includes:

- \$10,750 for student accounts

- \$ 7,500 in fundraising for the RMPA
- \$ 3,000 from concessions and 50:50 draws for RMPA

MOTION: M/Ruth Smith , S/Monika Kowalewski

That the budget for the year 2017-2018 be approved as amended. Carried

- e. Elections of the 4 Executive Positions – John Walmsley
  - i. Call for Chair nominations: Tracy Laramée (incumbent) - voted in by acclamation
  - ii. Call for Vice Chair nominations: Tracy Byrne (incumbent) - voted in by acclamation
  - iii. Call for Secretary nominations: Hélène Poulin (incumbent) - voted in by acclamation
  - iv. Call for Treasurer nominations: Andrea Lauzon (incumbent) - voted in by acclamation
- f. Volunteer roles:
  - i. Student Accounts – Kelly Edwards
  - ii. Website – Andrea de Lange
  - iii. Publicity – Melanie Kilpatrick
  - iv. Uniform Team – Neala St. Hilaire, **VACANT, VACANT**
  - v. Bake Sales – Michelle Hoenisch
  - vi. Concert Coffee – Monika Kowalewski
  - vii. Grocery Cards – Lisa Jones to be replaced, **VACANT**
  - viii. Hillside Night of Lights – **VACANT** with help from Tracy Laramée
  - ix. Purdy's – Anne-Marie Gilbert
  - x. Tree Recycling – Scott Knight
  - xi. Manure Sales – **VACANT**
  - xii. PAC Liaison – Ruth Smith
- g. Volunteer signup sheets were presented
  - i. Bake Sales
  - ii. Hillside Night of Lights
  - iii. Purdy's
  - iv. Tree Recycling
  - v. Manure Sales
  - vi. Instrument/Gear Drivers
  - vii. Trip Committees – Junior, Senior, Choir

6. Closing remarks:

Tracy thanked everyone for attending the BBQ and the AGM. Tracy reminded the group that there are over 200 students in the music program that are impacted by the work that the RMPA does to support the program.

7. The meeting was adjourned at 8:27 pm.